

AI Risk Register — Tendermark

Template prepared by Tendermark Ltd

RICS Professional Standard: Responsible Use of Artificial Intelligence in Surveying Practice - Effective 9 March 2026

Complete the highlighted fields below — they are fillable in any PDF reader (Adobe Acrobat, Preview, Edge, Chrome). The pre-populated fields reflect Tendermark's documented design and are accurate as of the effective date above. Review annually or whenever a significant update to Tendermark is released.

This template is provided as a compliance aid. It does not constitute legal or professional advice. Consult your firm's compliance officer for guidance on your specific obligations.

Section 1 — AI System Information

AI system name	Tendermark
Provider	Tendermark Ltd, registered in England and Wales
Date first used by firm	
Responsible person	
Next review date	

Section 2 — Purpose and Scope

Primary purpose	Extraction of contractor pricing from tender returns (PDFs, spreadsheets, scans, and photographs of handwritten documents) and production of side-by-side comparison tables for building surveyors
Surveying activity	Tender analysis and cost comparison under RICS Quantity Surveying and Project Management standards
AI type	Large language model (Anthropic Claude). Used for: (1) contractor return line-item matching for all uploaded returns; (2) SoW parsing fallback for scanned or prose-format documents; (3) narrative drafting of three report sections. Structured documents are parsed by deterministic code.
Output type	Extracted line-item prices, anomaly flags, benchmarking context, and AI-drafted narrative sections. All output is presented to the surveyor for review — not a professional opinion or recommendation
Human in the loop?	Yes — mandatory. All Tendermark output is reviewed by the surveyor before the Tender Analysis Report is finalised or shared with a client

Section 3 — Risk Assessment

Risk	Likelihood	Impact	Mitigation
Low-confidence extraction — AI misreads a handwritten or poorly scanned figure	Medium	High — incorrect tender comparison	Tendermark shows a confidence score per line item. Low-confidence items are flagged for the surveyor's manual review before processing
Format misinterpretation — contractor uses an unusual layout and prices are mapped to wrong line items	Low	High — incorrect comparison	Tendermark uses the surveyor's own Schedule of Works as grounding context. Line items are matched structurally, not by free-text inference
Totals error — extracted sub-items do not sum to stated total	Medium	Medium — triggers anomaly flag	Tendermark flags total discrepancies as anomalies. Surveyor verifies before accepting
Missing items — a contractor omits a line item and this is not noticed	Low	Medium — gaps in comparison	Tendermark flags missing responses as anomalies. Surveyor is responsible for confirming all items are accounted for
AI narrative accepted without review — AI-drafted report sections shared with client without surveyor review	Low	High — professional indemnity risk	AI-drafted sections are marked in the report editor with a visible indicator. Before export or sharing, the surveyor is prompted to confirm all AI-drafted sections have been reviewed. Sections are auto-confirmed when edited. The surveyor may proceed without confirming, but must actively choose to do so.
Over-reliance on AI output — surveyor does not review extraction before sharing with client	Low	High — professional indemnity risk	The Tendermark workflow includes a mandatory review step. The report states it was prepared using AI-assisted tools and reviewed by a qualified surveyor
Data breach — client data uploaded to third party	Low	High — ICO and professional consequences	Tendermark uses UK/EU cloud infrastructure. See Section 4 — Data Governance. Confirm client data governance policy permits AI-assisted processing before uploading

Residual risk assessment Low / Medium / High and rationale	
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Section 4 — Data Governance

Data processed	Contractor tender returns uploaded by the surveyor (PDFs, spreadsheets, photographs, handwritten scans)
Personal data included	Contractor names and firms only. No end-client personal data is required. Upload the contractor pricing document, not the client instruction
Storage location	European Union (Supabase — EU region)
Retention period	Tenders and returns retained for the life of the account, plus 30 days after account deletion
AI sub-processor	Anthropic (Claude API) — used for all contractor return line-item matching, SoW parsing fallback, and report narrative drafting. Data is not retained for model training.
Benchmarking contribution	Tendermark may contribute anonymised pricing signals to the Tendermark Pricing Commons. All identifying information is stripped before storage. Opt-in at account level — can be disabled at any time in account settings

Data deletion request	hello@tendermark.ai
Full privacy policy	https://tendermark.ai/privacy

Client data governance confirmation Confirm that your engagement terms or client DPA permit upload of pricing documents to AI-assisted tools

Section 5 — Client Disclosure

The following standard language is provided for use in terms of engagement:

"We use AI-assisted tools in our tender comparison work. These tools extract pricing from contractor submissions and draft sections of the tender analysis report narrative. They support, but do not replace, our professional judgement. All AI-extracted data and AI-drafted content is reviewed and approved by a qualified surveyor before being presented to clients."

You may adapt this language to your firm's house style. The key elements that must be retained are: (1) AI tools are used for both price extraction and report narrative drafting, (2) they support rather than replace professional judgement, and (3) all AI-generated content is reviewed before client delivery.

Section 6 — Sign-off

Register completed by	<input type="text"/>
Date	<input type="text"/>
Reviewed by (if different)	<input type="text"/>
Review date	<input type="text"/>

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